

# SiteManager Training Manual



Module B  
Chapter 1

**Daily Work Reports (+)**  
**Daily Work Reports**

Section B-1-1

## Creating a Daily Work Report

Student's Version

Indiana Department of Transportation  
February 2009, Version 3.9a

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# Creating a Daily Work Report

This section will explain how to create a **Daily Work Report (DWR)**.



“Double-click” on **Daily Work Report (+)** icon, located on the **Main Panel**



“Double-click” on **Daily Work Reports** icon.


The **Daily Work Report** window will open.

There are six tabs where contract information will be captured:

- **DWR Info:** Daily Work Report documents information pertaining to the status of the construction contract. This tab contains a variety of Remarks categories.
- **Contractors:** **Contractors** daily attendance record referring to Contractor's workforce such as: **Supervisor(s)**, **Worker(s)** by personnel type
- **Contractors Equip:** **Contractors Equipment** tab documents the presence and use of equipment on the job site by selected Contractor(s).
- **Daily Staff:** **Daily Staff** tab will not be used by INDOT.
- **Work Items:** **Work Items** tab is used to document installed work items by selected contractor by project. And Material Information Data (MID) associated to the work item
- **Force Accounts:** **Force Accounts** tab will not be used by INDOT

“Click” on **Services** located above the toolbar.

“Click” on **Choose Keys** from the dropdown list.

If a contract is already open then “click” on the **New**  button on the toolbar to begin entering DWR information.

**Contract ID**

Selection

Contract ID

Find :

Contract ID

Contract ID	Vendor Description	Fed State Proj Nbr	Status	County	Lvl2	Lvl3	Lvl4
R-90001	BLACK SIDE UP PAVING	STP 3387005	ACTV	WARRICK	660		DN S
R-90002	COVER ALL HOLES CO	STP 3387005	ACTV	WARRICK	660		DN S
R-90003	BIG JOHN COAL CO	STP 3387005	ACTV	WARRICK	660		DN S
R-90004	PAVE'UM RIGHT CO	STP 3387005	ACTV	WARRICK	660		DN S
R-90006	BLACK SIDE UP PAVING	STP 3387005	ACTV	WARRICK	660		DN S
R-90007	COVER ALL HOLES CO	STP 3387005	ACTV	WARRICK	660		DN S


OK Cancel

The Select Contract window opens.

The Bottom Panel contains the following columns:

- **Contract ID:** is the identification number assigned to the contract.
- **Vendor ID:** is the INDOT assigned identification number for the Prime Contractor.
- **Fed State Proj Nbr:** is the unique identifier for the project.
- **Status:** column indicates current status of the project, Active, Pending, Complete, or Archived.
- **County:** column shows the county where the majority of the work is located.
- **Lvl 2:** The **Lvl 2** column indicates the District Office administering the contract.
- **Lvl 3:** The **Lvl 3** column is not utilized by INDOT.
- **Lvl 4:** The **Lvl 4** column is not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column is the description of the actual work location.

“Double-click” on the appropriate **Contract ID**.

If a different contract has previously been selected “click” on the **open**  folder located on the toolbar and select the appropriate contract.

# DWR Info tab

The screenshot shows the 'AASHTO SiteManager' application window with the 'Daily Work Reports' tab selected. The 'DWR Info.' sub-tab is active. The form contains the following fields and controls:

- Contract ID:** A text field containing 'R-90004'.
- Inspector:** A text field containing 'Update'.
- DWR Date:** A date field containing '00/00/00'.
- Locked:** A checkbox labeled 'No'.
- Authorized:** A checkbox labeled 'No'.
- Authorized Date:** A date field containing '00/00/00'.
- No Work Items Installed:** A checked checkbox.
- No Contractors On Site:** A checked checkbox.
- No Daily Staff On Site:** A checked checkbox.
- Work Suspended:** An unchecked checkbox.
- Suspended Time:** A time field containing '00:00'.
- Resumed Time:** A time field containing '00:00'.
- INDOT:** A blue button.
- Remarks:** A large text area for notes.
- EEO Issues:** A dropdown menu.
- General Remarks:** A dropdown menu.
- Media/Press:** A dropdown menu.
- Spell Check:** A button.

The top section contains the following information:

**Contract ID:** the **Contract ID** is the identification number assigned to the contract.

**Inspector:** the **Inspector** field contains the name of the individual that is creating or has created the Daily Work Report. This field is populated automatically.

**DWR Date:** the **DWR Date** is the date the DWR record was started and saved. Once the date is saved it cannot be changed or deleted. The current date will automatically populate in the date field. To change the date, “double-click” in the **DWR Date** field.



“Click” on the appropriate date and “Click” **OK**.

The middle panel contains the following information:

- **Locked:** the **Locked** field will not be utilized by INDOT and will remain **No**. This field automatically populates.
- **Authorized:** the **Authorized** field notifies the viewer that the DWR has been reviewed and approved. Once the DWR is authorized it cannot be modified. This field automatically populates.
- **Authorized Date:** the **Authorized Date** field contains the date the DWR was approved. This field automatically populates.

The bottom left section of the middle panel contains:

- **No work Items Installed,**
- **No Contractors On Site,**
- **No Daily Staff On Site** (not utilized by INDOT)

Check boxes are pre-populated with a check mark until information is entered on the appropriate tabs in the DWR.

Once the information is entered and saved the check mark is no longer populated.

**Work Suspended** field is used to record time when the contract work is suspended. Time is based on a 24 hour clock (Military time).

**NOTE:** Only the PE/S populates the work suspended information.

“Click” in the **Work Suspended** check box, if appropriate.

“Click” in the **Suspended Time** field. This is a 24 hour clock time.

“Enter” the appropriate time the work was suspended.

“Click” in the **Resumed Time** field. This is a 24 hour clock time.

“Enter” the appropriate time the work was resumed.

During the life of the contract additional information will need to be recorded. The following are **Remarks** category options: (the remarks \* are shared with the Diary only the **PE/S** will enter remarks for these (\*) categories in the Diary window)

- **Accident**
- **District Staff Review**
- **DWR Work Operations**
- **EEO Issues**
- **General Remarks**
- **Media/Press**
- **Other**
- **Personnel Remarks**
- **PE/S Controlling Operation \***
- **PE/S Fractional Day Workable \***
- **PE/S High Temp \***
- **PE/S Low Temp \***
- **PE/S Traffic Control Devices \***
- **PE/S Weather \***
- **Safety Violations**
- **Staff Remarks**
- **Supervisor Remarks**
- **Traffic**
- **Visitor**
- **Work Suspended**




“Click” the **Remarks** type from the scroll list to the left of the Remarks field.

“Enter” appropriate information in the **Remarks** field.

“Click” the **Save**  icon located on the toolbar.

The **Spell Check**  button is located to the left of the **Remarks** window. Refer to training document **I-4 Spell Check**.

After entering information by **Remarks** type, “click” on the **Spell Check**  button. Modify the spelling using the buttons located on the right side of the **Spelling** window. If the spelling does not need changed “click” **Cancel** or “click” **OK** if the following window opens as no words were misspelled.

“Click” the **Save**  button located on the toolbar before clicking on another tab.

# Contractors tab

The contractor's personnel information will be recorded in the **Contractors** tab. At a minimum a **Contractor** must be selected to allow **Work Items** to be recorded on the **Work Items** tab.

Note: The **Contract Master List** must be created before the **Supervisor/Foreman**, **Personnel Type** and **Contractor's Equipment** can be selected. To find the **Contract Master List** navigate from the Main panel to DWR to Reference tables(DWR) to **Contract Master List**. The PE/S will need to populate the **Contract Master List**.

The screenshot displays the AASHTO SiteManager application window. The title bar reads "AASHTO SiteManager". The menu bar includes "File", "Edit", "Services", "Window", and "Help". The toolbar contains various icons for file operations and data management. The main window is titled "Daily Work Reports" and features a tabbed interface with the following tabs: "DWR Info.", "Contractors" (which is the active tab), "Contractor Equip.", "Daily Staff", "Work Items", and "Force Accounts".

Below the tabs, there are input fields for "Contract ID:" (containing "R-90004"), "Inspector:" (with an "Update" button), and "Date:" (containing "01/05/09").

The "Contractors" tab contains three main data entry sections:

- Contractor:** A table with columns for "Contractor", "Nbr of Supervisors", "Nbr of Workers", and a dropdown menu currently set to "INDOT".
- Supervisor/Foreman Name:** A text field with a prompt "Enter Supervisor/Foreman information before editing Contractor panel - Nbr of Supervisors field." and a dropdown menu set to "INDOT".
- Personnel Type:** A text field with a prompt "Enter Personnel information before editing Contractor panel - Nbr of Workers field." and a dropdown menu set to "INDOT".

The **Contractors** tab contains three panels for collecting information:

- **Contractor:** contains information pertaining to the identities of the contractors operating on site the date of the DWR
- **Supervisor:** contains information pertaining to the contractor's supervisor types on site the date of the DWR. Note: The number of Supervisor types will total in the **Contractor** panel under **Nbr of Supervisors**.
- **Personnel Type:** contains information pertaining to the numbers and classification types of non-supervisory personnel working for the contractor on the DWR date. Note: The number of Personnel type will total in the **Contractor** panel under **Nbr of Workers**.

"Click" on **Contractor** panel.

"Click" the **New**  button located on the tool bar.

NOTE: If there are no options to select in the dropdown on the **Supervisor/Foreman Name** or the **Personnel Type** check the **Contract Master List** to verify the Master List was created.

**AASHTO SiteManager**  
File Edit Services Window Help

**Daily Work Reports**  
DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: R-90004 Inspector: Update Date: 01/05/09

Contractor	Nbr of Supervisors	Nbr of Workers	INDOT
99-9999966 PAVE'UM RIGHT CO ** PRIME **			
99-9999699 REFLECTIVE GUARDRAIL CO.			
99-9999644 GRINDING TEETH MILLERS			
99-9999655 ODD SHAPE CONCRETE CO.			
99-9999666 MOLEHILL SOD CO.			
99-9999677 NIGHT TIME PAVING CO.			

before editing Contractor panel - Nbr of Workers field.

INDOT

Personnel Type: Enter Personnel information before editing Contractor panel - Nbr of Workers field.

Nbr of Persons INDOT

“Click” on the drop down arrow.

“Click” the appropriate **Contractor** from drop down list.

**AASHTO SiteManager**  
File Edit Services Window Help

**Daily Work Reports**  
DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: R-90004 Inspector: Update Date: 01/05/09

Contractor	Nbr of Supervisors	Nbr of Workers	INDOT
99-9999966 PAVE'UM RIGHT CO ** PRIME **			

Supervisor/Foreman Name: Enter Supervisor/Foreman information before editing Contractor panel - Nbr of Supervisors field.

INDOT

Personnel Type: Enter Personnel information before editing Contractor panel - Nbr of Workers field.

Nbr of Persons INDOT

“Click” on **Supervisor/Foreman Name** panel located in the middle panel.

“Click” the **New**  button located on the tool bar.

**AASHTO SiteManager**  
File Edit Services Window Help

**Daily Work Reports**  
DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: R-90004 Inspector: Update Date: 01/05/09

Contractor	Nbr of Supervisors	Nbr of Workers	INDOT
99-9999966 PAVE'UM RIGHT CO ** PRIME **	1	0	

Supervisor/Foreman Name: Enter Supervisor/Foreman information before editing Contractor panel - Nbr of Supervisors field.

Bridge Foreman  
Embankment Foreman  
Foreman  
Grade Foreman  
HMA Paving Foreman

Nbr of Supervisors: 1 Nbr of Workers: 0 INDOT

“Click” on the **Supervisor/Foreman Name** drop down list and select the appropriate **Supervisor/Foreman** type.

**AASHTO SiteManager**  
File Edit Services Window Help

**Daily Work Reports**  
DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: R-90004 Inspector: Update Date: 01/05/09

Contractor	Nbr of Supervisors	Nbr of Workers	INDOT
99-9999966 PAVE'UM RIGHT CO ** PRIME **	2	0	

Supervisor/Foreman Name: Enter Supervisor/Foreman information before editing Contractor panel - Nbr of Supervisors field.

Foreman  
HMA Paving Foreman

Nbr of Supervisors: 2 Nbr of Workers: 0 INDOT

Personnel Type: Enter Personnel information before editing Contractor panel - Nbr of Workers field.

Nbr of Persons: 0 INDOT

Repeat these steps until all of the Contractor’s **Supervisor/Foremen** types have been selected. (Remember to click on the **New** button located on the toolbar to make an additional entry)

**AASHTO SiteManager**  
File Edit Services Window Help

**Daily Work Reports**  
DWR Info. **Contractors** Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: 99-9999966 Inspector: Update Date: 01/05/09

Contractor	Nbr of Supervisors	Nbr of Workers	INDOT
99-9999966 PAVE'UM RIGHT CO *** PRIME ***	2		

Supervisor/Foreman Name: Enter Supervisor/Foreman information before editing Contractor panel - Nbr of Supervisors field. **INDOT**

Foreman  
HMA Paving Foreman

Personnel Type: Enter Personnel information before editing Contractor panel - Nbr of Workers field. **INDOT**

Personnel Type	Nbr of Persons	INDOT
Equipment Operator		
Equipment Operator		
Groundman		
Herbicide Applicator		
Indiana State Trooper		
Iron Worker		

The **Personnel Type**, **Number of Persons** are associated to the **Personnel Type** for the contractor.

“Click” on **Personnel Type** located in the bottom panel.

“Click” the **New**  button located on the toolbar.

“Select” the **Personnel Type** from the drop down list.

For each **Personnel Type**, “enter” the **Number of Persons** in the **Nbr. of Persons** field located to the right of the **Personnel Type** in the bottom panel.

**AASHTO SiteManager**  
File Edit Services Window Help

**Daily Work Reports**

DWR Info. **Contractors** Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: JR-90004 Inspector: Update Date: 01/05/09

Contractor	Nbr of Supervisors	Nbr of Workers	INDOT
99-9999966 PAVE'UM RIGHT CO *** PRIME ***	2	14	


Supervisor/Foreman Name: Enter Supervisor/Foreman information before editing Contractor panel - Nbr of Supervisors field. **INDOT**

Foreman

HMA Paving Foreman


Personnel Type: Enter Personnel information before editing Contractor panel - Nbr of Workers field. **INDOT**

Personnel Type	Nbr of Persons	INDOT
Equipment Operator	2	
Teamster/Truck driver	8	
Laborer	4	

Repeat these steps until all of the **Personnel Types** and **Number of Persons** have been selected or entered. (Remember to “click” on the **New**  button located on the toolbar to make an additional entry)


“Click” the **Save**  button located on the tool bar.

**Note:** Only one Contractor’s information can be entered at a time.

To enter additional contractor’s information “click” on the **Contractor** panel and “click” on the **New**  button located on the toolbar. Follow the steps beginning with page 9 and repeat the steps listed.

The **Remarks**  balloon is located on the tool bar for any additional information.

Note: The Remarks balloon is only available for when using the **Foreman** and **Personnel Types** panels.

“Click” on the **Remarks** balloon, enter remarks then “click” the **Remarks** balloon icon to close. Note that the Remarks balloon now has lines on the  icon which makes it obvious that remarks have been entered.

## Contractor Equipment Tab

**AASHTO SiteManager**

File Edit Services Window Help

**Daily Work Reports**

DWR Info Contractors **Contractor Equip.** Daily Staff Work Items Force Accounts

Contract ID: 99-90004 Inspector: Update Date: 01/05/09

Contractor	Nbr of Supervisors	Nbr of Workers	INDOT
99-9999639 REFLECTIVE GUARDRAIL CO.	1		
99-9999666 PAVE'UM RIGHT CO ** PRIME **	2	14	

Equipment ID - Description	Nbr. of Pieces	Nbr Used	INDOT

“Click” on **Contractor Equip.** tab.

Contractor’s equipment must be associated to the appropriate **Contractor** for each day worked. Two panels appear for collecting information:

- **Contractor:** the **Contractor** tab is for selecting the identity of the contractor whose equipment use data is to be collected.
- **Equipment ID - Description:** the Equipment ID – Description panel is used to identify the equipment used by the selected contractor on the DWR date.

“Click” on the appropriate **Contractor** in the top panel.

If no contractor is populated in the top panel “click” on the dropdown arrow and “click” on the appropriate **Contractor**.

NOTE: If there are no options to select in the dropdown on the **Equipment ID-Description** check the **Contract Master List**. The PE/S will need to populate the **Contract Master List** before the dropdown will have the choices. (The path to the Contract Master List is as follows: Main Panel/Daily work Reports/Reference tables(DWR+)/Contract Master List)

**AASHTO SiteManager**

File Edit Services Window Help

**Daily Work Reports**

DWR Info Contractors **Contractor Equip.** Daily Staff Work Items Force Accounts

Contract ID: R-90004 Inspector: Update Date: 01/05/09

Contractor	Nbr of Supervisors	Nbr of Workers	INDOT
99-9999639 REFLECTIVE GUARDRAIL CO.	1		
99-9999666 PAVE'UM RIGHT CO *** PRIME ***	2	14	

Equipment ID - Description	Nbr. of Pieces	Nbr Used	INDOT
AC100 Air Compressor	0	0	
AML100 Aerial man lift			
ASP100 Aggregate Spreader/placer			
BH100 Back Hoe			
BM100 Boring Machine			

The appropriate pieces of equipment and the appropriate number of pieces of equipment on-site will be selected from the bottom panel.

“Click” on **Equipment ID-Description** field.

“Click” the **New**  button located on the toolbar.

“Click” on the appropriate **Equipment ID-Description** from the drop down list.

“Enter” the appropriate number of pieces of equipment related to the description on-site in the **Nbr. of Pieces** column.

“Enter” the appropriate number of pieces used in the **Nbr Used** column.

NOTE: Force Account information is not recorded here.

“Click” the **Save**  button located on the toolbar.

Repeat this process for each Contractor to associate their equipment to them.

## Daily Staff Tab

INDOT will not use the Daily Staff portion of the DWR.



# Work Items Tab

**AASHTO SiteManager**  
File Edit Services Window Help

**Daily Work Reports**

DWR Info. Contractors Contractor Equip. Daily Staff **Work Items** Force Accounts

Contract ID: R-90004 Inspector: Update Date: 01/05/09

Instld	Project Number	Line Item Number	Category Number	Item Code	Description	Supplemental Description 1
<input type="checkbox"/>	9620710	0037	0001	715-02629	SAFETY METAL END SECTION, 6:1, 450 mm	
<input type="checkbox"/>	9620710	0038	0001	715-03584	SAFETY METAL END SECTION, 4:1, 450 mm	
<input type="checkbox"/>	9620710	0039	0001	715-05021	PIPE, TYPE 3, CIRCULAR, 375 mm	
<input type="checkbox"/>	9620710	0040	0001	715-05121	PIPE, TYPE 1, CIRCULAR, 450 mm	
<input type="checkbox"/>	9620710	0041	0001	715-05152	PIPE, TYPE 2, CIRCULAR, 450 mm	
<input type="checkbox"/>	9620710	0042	0001	720-44000	CASTING, ADJUST TO GRADE	
<input type="checkbox"/>	9620710	0043	0001	720-44015	CASTING, 2, FURNISH AND ADJUST TO GRADE	
<input type="checkbox"/>	9620710	0044	0001	720-45030	INLET, E7	
<input type="checkbox"/>	9620710	0045	0001	720-45070	INLET, P12A	10:1
<input type="checkbox"/>	9620710	0046	0001	801-04308	ROAD CLOSURE SIGN ASSEMBLY	
<input type="checkbox"/>	9620710	0047	0001	801-06207	TEMPORARY PAVEMENT MARKING, REMOVABL	
<input type="checkbox"/>	9620710	0048	0001	801-06625	DETOUR ROUTE MARKER ASSEMBLY	
<input type="checkbox"/>	9620710	0049	0001	801-06640	CONSTRUCTION SIGN, A	
<input type="checkbox"/>	9620710	0050	0001	801-06645	CONSTRUCTION SIGN, B	
<input type="checkbox"/>	9620710	0051	0001	801-06775	MAINTAINING TRAFFIC	
<input type="checkbox"/>	9620710	0052	0001	801-07118	BARRICADE, III-A	
<input type="checkbox"/>	9620710	0053	0001	801-07119	BARRICADE, III-B	

“Click” on **Work Items** tab.

The **DWR Record Work Items List** appears containing columns for:

- **Instld:** **Instld** is an indicator that the work item information has been entered for the item. A check mark automatically appears when the item information has been entered.
- **Project Number:** **Project Number** is the identification of the project which contains the work item.
- **Line Item Number:** **Line Item Number** is the bid proposal line number for the work item
- **Category Number:** the default setting of 0001 will be used.
- **Item Code:** **Item Code** is the INDOT defined code describing the work item.
- **Description:** **Description** is the title or description of the work item.
- **Supplemental Description 1:** **Supplemental Description 1** is used to provide additional information for the work item. Use the scrollbar to view the information
- **Supplemental Description 2:** **Supplemental Description 2** is used to provide additional information for the work item. Use the scrollbar to view the information

“Scroll” down to find appropriate work item.

“Click” to highlight appropriate item.

“Click” on **Record Work Item**  button located on the toolbar.

NOTE: Verify the item number corresponds with the correct Project Number.

**AASHTO SiteManager**

File Edit Services Window Help

**Daily Work Reports**

DWR Info Contractors Contractor Equip. Daily Staff **Work Items** Force Accounts

Contract ID: R-90004 Inspector: Update Date: 01/05/09

Project Nbr: 9620710 Line Itm Nbr: 0024 Item Code: 611-06497 Category Nbr: 0001

Item Desc: MAILBOX ASSEMBLY, SINGLE Unit Price: \$185.00000

Supp Desc 1:

Supp Desc 2:

Qty Reported to Date: 0.000 Qty Authorized to Date: 0.000 Units Type: EACH

Qty Installed to Date: .000 Bid Qty: 5.000 Pay To Plan Qty: ☐

Status: Active Qty Paid to Date: .000 Current Contract Qty: 5.000

Loc Seq Nbr	Location Installed	Placed Qty	Plan Page Number	Templt Used

**Material Inspection Detail**

Material Component	Cont Est Matrl Qty	Satisf Repr Matrl Qty	Reprt Matrl Qty	Matrl Unit
Mailbox Assbly	5.000	0.000	0.000	EACH

The **Record Work Items** window opens containing three panels.

- The top panel contains details of the work item plus a summary of previously reported quantities for the work item.
- The middle panel collects work performed information for the DWR. This is the only panel to enter information.
- The bottom panel contains Material Inspection Details. (Sampling and Testing requirements with reported quantities)

“Click” in the middle panel.

“Click” the **New**  button located on the toolbar.

**AASHTO SiteManager**  
File Edit Services Window Help

**Daily Work Reports**

Contract ID: R-90004 Inspector: Update Date: 01/05/09

Project Nbr: 9620710 Line Item Nbr: 0024 Item Code: 611-06497 Category Nbr: 0001

Item Desc: MAILBOX ASSEMBLY, SINGLE Unit Price: \$185.00000

Supp Desc 1: Supp Desc 2:

Qty Reported to Date: 0.000 Qty Authorized to Date: 0.000 Units Type: EACH  
 Qty Installed to Date: .000 Bid Qty: 5.000 Pay To Plan Qty: ☐  
 Status: Active Qty Paid to Date: .000 Current Contract Qty: 5.000

Loc Seq Nbr	Location Installed	Placed Qty	Plan Page Number	Templt Used
1		.000	0	<input type="checkbox"/>

Placed Qty: .000 Plan Page Nbr: 0 Contractor: [dropdown]

Loc Seq Nbr: 1 Location: [dropdown]

Station	Offset	Distance	Station	Offset	Distance	Measured Indicator
From: +	.000		To: +	.000		Y N

**Material Inspection Detail**

Material Component	Cont Est Matrl Qty	Satisf Repr Matrl Qty	Reprt Matrl Qty	Matrl Unit
Mailbox Assbly	5.000	0.000	0.000	EACH

*Example 1*

**AASHTO SiteManager**  
File Edit Services Window Help

**Daily Work Reports**

Contract ID: R-90004 Inspector: Update Date: 01/05/09

Project Nbr: 9620710 Line Item Nbr: 0015 Item Code: 401-07334 Category Nbr: 0001

Item Desc: OCQA-HMA, 3, 75, SURFACE, 9.5 mm Unit Price: \$59.80000

Supp Desc 1: Supp Desc 2:

Qty Reported to Date: 672.360 Qty Authorized to Date: 672.360 Units Type: Mg  
 Qty Installed to Date: 672.360 Bid Qty: 784.000 Pay To Plan Qty: ☐  
 Status: Active Qty Paid to Date: 672.360 Current Contract Qty: 784.000

Loc Seq Nbr	Location Installed	Placed Qty	Plan Page Number	Templt Used
1	Line S-2-4	.000		<input type="checkbox"/>
2		.000		<input type="checkbox"/>

Placed Qty: .000 Plan Page Nbr: 0 Contractor: [dropdown]

Loc Seq Nbr: 2 Location: [dropdown]

Station	Offset	Distance	Station	Offset	Distance	Measured Indicator
From: +	.000		To: +	.000		Y N

**Material Inspection Detail**

Material Component	Cont Est Matrl Qty	Satisf Repr Matrl Qty	Reprt Matrl Qty	Matrl Unit
OCQA HMA 9.5,S,3	784.000	0.000	672.360	Megagram (SI) (Metric Ton)
OCQA HMA 9.5,S,4	784.000	0.000	672.360	Megagram (SI) (Metric Ton)
OCQA HMA 9.5,S,5	784.000	0.000	672.360	Megagram (SI) (Metric Ton)
CA,CI AP,CS,12	784.000	0.000	672.360	Megagram (SI) (Metric Ton)

*Example 2*

The following fields open for data entry;

- **Placed Quantity:** Placed Quantity is the quantity for pay associated to the item for that day's work. "Enter" the **Placed Quantity**. *Example 1*

**NOTE:** If a **DWR Template** is available, this field will be grayed out. Data will be populated after the template is saved. *Example 2(template information page 20)*

**Daily Work Reports**

Contract ID: R-90004 Inspector: Update Date: 01/05/09

Project Nbr: 9620710 Line Item Nbr: 0024 Item Code: 611-06497 Category Nbr: 0001

Item Desc: MAILBOX ASSEMBLY, SINGLE Unit Price: \$185.00000

Supp Desc 1: Supp Desc 2:

Qty Reported to Date: 0.000 Qty Authorized to Date: 0.000 Units Type: EACH  
 Qty Installed to Date: .000 Bid Qty: 5.000 Pay To Plan Qty: ☐  
 Status: Active Qty Paid to Date: .000 Current Contract Qty: 5.000

Loc Seq Nbr	Location Installed	Placed Qty	Plan Page Number	Templt Used
1		1.000	15	<input type="checkbox"/>

Placed Qty: 1.000 Plan Page Nbr: 15 Contractor: PAVE'UM RIGHT CO \*\* PRIME \*\*

Loc Seq Nbr: 1 Location: PAVE'UM RIGHT CO \*\* PRIME \*\*

Station	Offset	Distance	Station	Offset	Distance	Measured Indicator
From: +	.000		To: +	.000		Y N

**Material Inspection Detail**

Material Component	Cont Est Matrl Qty	Satisf Repr Matrl Qty	Reprt Matrl Qty	Matrl Unit
Mailbox Assbly	5.000	0.000	0.000	EACH

- **Plan Page Nbr:** Plan Page Nbr is the page number from the contract documents to be referenced.  
"Enter" the plan page number, if appropriate.
- **Contractor:** Contractor is a list of the Prime contractor and Sub-contractors associated to that item.  
"Click" on the appropriate **Contractor** from the drop-down list.

**NOTE:** The sub-contractor must be associated to the line item and approved on the current date or a prior date before it is available in the **Contractor** drop-down list.

**AASHTO SiteManager**  
File Edit Services Window Help

**Daily Work Reports**

DWR Info. Contractors Contractor Equip. Daily Staff **Work Items** Force Accounts

Contract ID: R-90004 Inspector: Update Date: 01/05/09

Project Nbr: 9620710 Line Itm Nbr: 0024 Item Code: 611-06497 Category Nbr: 0001

Item Desc: MAILBOX ASSEMBLY, SINGLE Unit Price: \$185.00000

Supp Desc 1: Supp Desc 2:

Qty Reported to Date: 0.000 Qty Authorized to Date: 0.000 Units Type: EACH  
Qty Installed to Date: .000 Bid Qty: 5.000 Pay To Plan Qty: ☐  
Status: Active Qty Paid to Date: .000 Current Contract Qty: 5.000

Loc Seq Nbr	Location Installed	Placed Qty.	Plan Page Number	Templt Used
1	Line S-1-A	1.000	15	<input type="checkbox"/>

Placed Qty: 1.000 Plan Page Nbr: 15 Contractor: PAVE'UM RIGHT CO "" PRIME ""

Loc Seq Nbr: 1 Location: Line S-1-A

Station	Offset	Distance	Station	Offset	Distance	Measured Indicator
From: 100 +	99.000	rt 12.000	To: 100 +	99.500	rt 12.000	<input type="radio"/> Y <input checked="" type="radio"/> N

**Material Inspection Detail**

Material Component	Cont Est Matrl Qty	Satisf Repr Matrl Qty	Reprt Matrl Qty	Matrl Unit
Mailbox Assbly	5.000	0.000	0.000	EACH

- **Loc Seq Nbr: Location Sequence Number** is the sequence number for the installation record for the item. This is an automated function.
  - **Location: Location** is a brief description of the location where the work item was installed.
  - **Station Offset Distance: Station Offset Distance** is the station and offset from the location associated to the work being installed.
- “Enter” the beginning and ending stations with offsets, if appropriate.
- **Measured Indicator:** Measured Indicator identifies that the installation of this work item was field measured.

NOTE: If you enter stationing, you **must** enter offsets in order to save information.

“Click” on the **Y** to indicate the item was field measured, if appropriate.

“Click” the **Save**  button located on the toolbar.

**AASHTO SiteManager**

File Edit Services Window Help

**Daily Work Reports**

DWR Info Contractors Contractor Equip. Daily Staff **Work Items** Force Accounts

Contract ID: R-90004 Inspector: Update Date: 01/05/09

Project Nbr: 9620710 Line Itm Nbr: 0024 Item Code: 611-06497 Category Nbr: 0001

Item Desc: MAILBOX ASSEMBLY, SINGLE Unit Price: \$185.00000

Supp Desc 1: Supp Desc 2:

Qty Reported to Date: 0.000 Qty Authorized to Date: 0.000 Units Type: EACH

Qty Installed to Date: .000 Bid Qty: 5.000 Pay To Plan Qty: ☐

Status: Active Qty Paid to Date: .000 Current Contract Qty: 5.000

Loc Seq Nbr	Location Installed	Placed Qty.	Plan Page Number	Templt Used
1	Line S-1-A	1.000	15	<input type="checkbox"/>

Placed Qty: 1.000 Plan Page Nbr: 15 Contractor: PAVE'UM RIGHT CO \*\* PRIME \*\*

Loc Seq Nbr: 1 Location: Line S-1-A

Station	Offset	Distance	Station	Offset	Distance	Measured Indicator
From:			To:			
100 +	99.000	rt 12.000	100 +	99.500	rt 12.000	<input type="radio"/> Y <input type="radio"/> N

**Material Inspection Detail**

Material Component	Cont Est Matrl Qty	Satisf Repr Matrl Qty	Reprt Matrl Qty	Matrl Unit
Mailbox Assbly	5.000	0.000	0.000	EACH

**Material Inspection Detail-** located in the bottom panel. This information will assist by showing **Work Item** material's testing and reported quantity history.

- **Material Component:** A short description of each material associated to the work item.
- **Const. Est. Matrl Qty:** Contract Estimated Material Quantity is the quantity of the component material to be used on the contract. [(Bid Quantity + change order quantity) of Contract Item times the Conversion Factor].
- **Satisf Repr Matrl Qty:** Satisfied Represented Material Quantity is the total material quantity reported on the Contract tab of Maintain Sample Window. For the given item, from the Contract tab the Total of Represented Quantity on samples for the material.
- **Reprt Matrl Qty:** Reported Material Quantity is the total material installed. This is calculated based on Installed Quantity of Contract Item times the Conversion factor.
- **Matrl Unit:** Material Unit is the Unit of measure for component material.

# DWR TEMPLATES

Some **Work Items** will have “Templates” associated to them, when the contract is activated, which are required to be used to record measurements and ease computation of quantities.



**NOTE:** If an item is added to a contract by Change Order the templates must be associated by the PE/S see the training document **B-6-1 Associating a DWR Template to a Contract Line Item.**

**NOTE:** If the **Placed Qty** field is grayed out there is a template associated and additional buttons are located on the toolbar to navigate in the DWR template.

The screenshot shows the AASHTO SiteManager software interface. The 'Daily Work Reports' window is open, and the 'Work Items' tab is selected. The interface displays various fields for project information, including Contract ID, Project Nbr, Line Item Nbr, Item Code, Category Nbr, Item Desc, and Unit Price. It also shows quantities reported, authorized, installed, and paid to date, along with a current contract quantity. A table lists locations installed, with columns for Loc Seq Nbr, Location Installed, Placed Qty, Plan Page Number, and Templt Used. The 'Placed Qty' field is grayed out. At the bottom, there is a 'Material Inspection Detail' table with columns for Material Component, Cont Est Matrl Qty, Satisf Repr Matrl Qty, Repr Matrl Qty, and Matrl Unit.

Loc Seq Nbr	Location Installed	Placed Qty.	Plan Page Number	Templt Used
1	S-1-A	.0000		

Material Component	Cont Est Matrl Qty	Satisf Repr Matrl Qty	Repr Matrl Qty	Matrl Unit
None	9.000	0.000	14.400	None

After selecting the “**Work Items Tab**” and “Clicking” on the **New**  button, the **DWR Template**  button will appear on the toolbar if **Templates** are associated to this work item.

Notice the Placed Qty field is grayed out. This is only grayed out when a template is associated. The Placed Qty will be populated when the Template is saved.

“Enter” the Data in the lower panel of the Work Items window.

“Click” the **Save**  button located on the toolbar.

Note: At a minimum the **Contractor** and **Location** information must be entered. It is not necessary to enter the **Stationing** as it will be entered in the **DWR Template**.


“Click” on the **DWR Template**  button located on the toolbar.

**AASHTO SiteManager**  
File Edit Services Window Help

**DWR Template**  
Contract: R-90004 Inspector: Update DWR Date: 01/05/09  
Project Nbr: 9620710 Line Item Nbr: 0077 Loc Seq No: 1  
Item Code & Desc: 808-05866 PAVEMENT MESSAGE MARKING, REMOVE

Template ID	Description	Used	Detail/ Multi Line	Returns Value
GenEntm2	General Entry m2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PMMRM	Pavement Message Markings Remove Metric	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

“Click” on the appropriate template to highlight it.

“Click” on **Record Template Data**  to begin entering field measurement data.

**Note:** Only use the **General Entry** template to enter data when the data cannot be entered into another template such as for a negative quantity.

**AASHTO SiteManager**  
File Edit Services Window Help

**DWR Template - PMMRM**  
Contract: R-90004 Inspector: Fly, Hyrum D. DWR Date: 09/14/07  
Project Nbr: 9620710 Line Item Nbr: 0077 Loc Seq No: 1  
Item Code & Desc: 808-05866 PAVEMENT MESSAGE MARKING, REMOVE

**Pavement Message Markings, Remove**  
Total Daily Area: 18.50 m2

Page 1 of 1


From: Station 23 + 84.210 Q Reference Right Offset Distance 1.200 To: Station 42 + 93.941 Q Reference Left Offset Distance 3.100

**Standard Pavement Message Markings**


Description	Quantity	Description	Quantity	Description	Quantity
"Ahead"	0	Combo Arrow	2	"Exit"	0
"Left"	1	"Only"	3	Railroad "R"	0
"Right"	1	"RXR"	0	"School"	0
"Stop"	0	Straight Arrow	0	"Turn"	1
Turn Arrow	0	"XING"	0		


Remarks: General Remarks can be entered here.  
And Here  
And Here  
And finally here!

Enter the data in the appropriate fields.

“Click” the **Save**  button located on the tool bar to complete computations.

NOTE: The calculation totals for the item will be in the top panel of the template

“Click” the **New**  button to open additional pages for additional areas.

“Click” the **Close**  button to return to the **Work Items Tab**.



**AASHTO SiteManager**  
File Edit Services Window Help

**Daily Work Reports**

DWR Info Contractors Contractor Equip. Daily Staff **Work Items** Force Accounts

Contract ID: R-90004 Inspector: Update Date: 01/05/09

Project Nbr: 9620710  
Item Desc: QC/QA-HMA  
Supp Desc 1:  
Supp Desc 2:  
Qty R  
Qty I  
Status: Active

Remarks (General Remarks):  
remarks can also be placed here  
Spell Check

Loc Seq Nbr Location In  
1 Mainline

Placed Qty: 500.000 Plan Page Nbr: 0 Contractor: PAVE'UM RIGHT CO \*\* PRIME \*\*  
Loc Seq Nbr: 1 Location: Mainline

Station Offset Distance Station Offset Distance  
From: + .000 To: + .000

Measured Indicator  
Y  
N

**Material Inspection Detail**


Material Component	Cont Est Matri Qty	Satisf Repr Matri Qty	Reprt Matri Qty	Matri Unit
QC/QA HMA 9.5,S,3	784.000	0.000	672.360	Megagram (SI) (Metric Ton)
QC/QA HMA 9.5,S,4	784.000	0.000	672.360	Megagram (SI) (Metric Ton)
QC/QA HMA 9.5,S,5	784.000	0.000	672.360	Megagram (SI) (Metric Ton)
CA,CI AP,CS,12	784.000	0.000	672.360	Megagram (SI) (Metric Ton)


**Remarks:** Remarks balloon located on the tool bar is to be used for General Remarks.

“Click” on the **Remarks**  button.

“Enter” remarks in the **Remarks** balloon, if applicable.

“Click” on **Spell Check** if appropriate to verify correct spelling.


“Click” on **Remarks**  button again to close Remark window.

Notice that once the remarks balloon had been populated the remarks icon appear with lines .

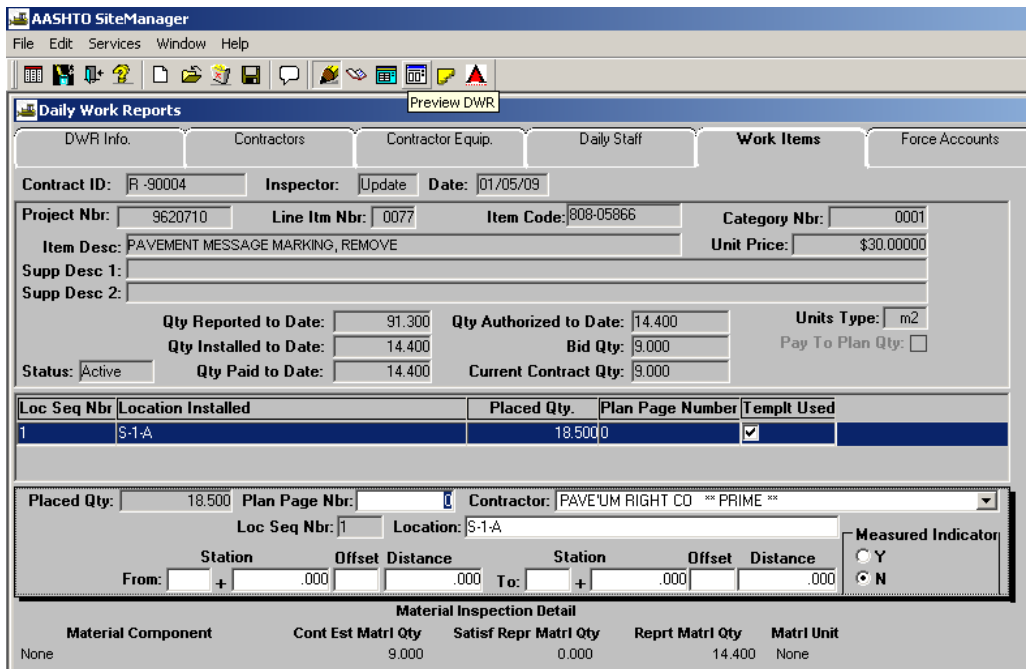
“Click” **Save**  button located on the toolbar.



# Preview DWR

The **Preview DWR** button  will allow a quick preview of the data entered into the DWR.

The attachments and templates will not appear but the item totals from the template will be located in the **Placed Quantity** field.



**AASHTO SiteManager**  
File Edit Services Window Help

**Daily Work Reports** Preview DWR

DWR Info Contractors Contractor Equip Daily Staff **Work Items** Force Accounts

Contract ID: R-90004 Inspector: Update Date: 01/05/09

Project Nbr: 9620710 Line Item Nbr: 0077 Item Code: 808-05866 Category Nbr: 0001

Item Desc: PAVEMENT MESSAGE MARKING, REMOVE Unit Price: \$30.00000

Supp Desc 1: Supp Desc 2:

Qty Reported to Date: 91.300 Qty Authorized to Date: 14.400 Units Type: m2

Qty Installed to Date: 14.400 Bid Qty: 9.000 Pay To Plan Qty: ☐

Status: Active Qty Paid to Date: 14.400 Current Contract Qty: 9.000

Loc Seq Nbr	Location Installed	Placed Qty	Plan Page Number	Templt Used
1	S-1-A	18.5000		<input checked="" type="checkbox"/>

Placed Qty: 18.500 Plan Page Nbr: Contractor: PAVE'UM RIGHT CO \*\* PRIME \*\*

Loc Seq Nbr: 1 Location: S-1-A

Station Offset Distance Station Offset Distance

From: + .000 To: + .000

Measured Indicator ☐ Y ☒ N

**Material Inspection Detail**

Material Component	Cont Est Matrl Qty	Satisf Repr Matrl Qty	Reprt Matrl Qty	Matrl Unit
None	9.000	0.000	14.400	None

“Click” on the **Preview DWR**  button located on the toolbar.

**Print Preview**

Next Prior Print Setup... Zoom... Save As... Close ☒ Rulers

RPT-ID: RDWRHCON INDIANA DATE: 01/09/2009  
 USER: update Department of Transportation PAGE: 1 of 3  
 Update  
 DAILY WORK REPORT FOR CONTRACT: R -90004

DWR Date 01/05/2009	Contract ID R -90004	Authorized: No	Locked No	Paid: No
Inspector ID: update	Inspector: Update			
High Temp: 0	Low Temp: 0	A.M. Condition:	P.M. Condition:	
Work Suspended Time: 00:00	Work Resumed Time: 00:00	No Work Items Instld: <input type="checkbox"/>	No Contrs Present: <input type="checkbox"/>	No Staff Present: <input checked="" type="checkbox"/>

Remarks: Yes General Remarks Enter remarks here  
 Media/Press Channel 6 news on jobsite from 2pm to 4pm  
 Personnel Remarks Testing remarks

---

**Contractor Information**

Contractor ID: 99-9999699	Contractor Name: REFLECTIVE GUARDRAIL CO.	Hrs Worked: 0.000
Nbr of Supervisors: 1	Nbr Of Workers: 2	

Supervisor/ Foreman :	Name	Hrs. Worked
	Foreman	0.000

Variable Labor: Personnel Title	Qty	Hrs. Worked
Certified Guardrail Installer	2	0.000

Equipment: Description	Qty	Qty Used	Hrs. Used
Air Compressor	2	2	0.000

“Review” the DWR using scroll bar on the right side of the window.

The buttons on the toolbar will assist:

**Next:** advances the document a page

**Prior:** moves the document back a page

**Print:** sends the document to the printer.

**Setup:** allows the selection of another printer

**Zoom:** magnifies the document.

**Save As:** allow the selected document to be saved to another location.

**Close:** Closes the preview window

**Rulers:** When checked puts a ruler around the document in the preview screen but does not print the ruler.

“Click” the **Close**  button located on the toolbar to close window

## Attachments



The Attachment icon will appear without a paperclip if there are no attachments associated with the record in the currently opened window.



The Attachment icon will appear with a paperclip if attachments are associated with the record in the currently opened window.

To create an attachment see training document **A-2-11-1 Attaching a Document**

# Material Inspection Detail window (MID)

**AASHTO SiteManager**  
File Edit Services Window Help

**Daily Work Reports**

DWR Info. Contractors Contractor Equip. Daily Staff **Work Items** Force Accounts


Contract ID: R-90004 Inspector: Update Date: 01/05/09

Project Nbr: 9620710 Line Item Nbr: 0015 Item Code: 401-07334 Category Nbr: 0001

Item Desc: QC/QA-HMA, 3, 76, SURFACE, 9.5 mm Unit Price: \$59.80000

Supp Desc 1:  
Supp Desc 2:

Qty Reported to Date: 672.360 Qty Authorized to Date: 672.360 Units Type: Mg  
Qty Installed to Date: 672.360 Bid Qty: 784.000 Pay To Plan Qty: ☐  
Status: Active Qty Paid to Date: 672.360 Current Contract Qty: 784.000

To navigate to the **Material Inspection Detail** (MID) window from the **Work Items** tab in the **Daily Work Reports** window “click” in the **Open Material Inspection**  button located on the toolbar.

**AASHTO SiteManager**  
File Edit Services Window Help

**Material Inspection Detail**

Contract ID: R-90004 Inspector: Update DWR Date: 01/05/09

Project Nbr: 9620710 Line Item Nbr: 0015 Item Code: 401-07334 Category Nbr: 0001

Item Desc: QC/QA-HMA, 3, 76, SURFACE, 9.5 mm Unit Price: \$59.80000

Supp Desc 1:  
Supp Desc 2:

Qty Reported to Date: 672.000 Qty Authorized to Date: 672.000 Units Type: Mg  
Qty Installed to Date: 672.360 Bid Qty: 784.000 Pay To Plan Qty: ☐  
Status: Active Qty Paid to Date: 672.360 Current Contract Qty: 784.000

Material Component	Cont Est Matrl Qty	Satisf Repr Matrl Qty	Reprt Matrl Qty	Matrl Unit	Conversion Factor	Contract S&T	DWR Sample
FA,WBB,Prod Qual	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FA,WBB,QA	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
QC/QA HMA 9.5,S,3	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
QC/QA HMA 9.5,S,4	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
QC/QA HMA 9.5,S,5	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Test Method	Sampling Rate	Sampling Frequency	Acceptance method	Sample Type	P/S
IT571-v1-Binder Content by Extractio	0.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	
IT586-v1-Binder Content by Ignition	1.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	
T166-v1-Bulk Specific Gravity of Cor	2.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	
T209-v1-Maximum Specific Gravity f	1.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	
T269-v1-Road Core Density	2.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	
T312-v1-Density of HMA Specimens	2.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	

The **Material Inspection Detail** window:

- The top panel will display contract item information from the **DWR Record Work Item** folder tab.
- The middle panel will display all materials associated to the **Item Code**, indicate whether there are **Contract Sampling & Testing** requirements for the material, and indicate whether a sample is linked to this material for this DWR.
- The bottom panel will display Contract Sampling and Testing requirement details for the material selected in the middle panel.

**AASHTO SiteManager**  
File Edit Services Window Help

**Material Inspection Detail**

Contract ID:  Inspector:  DWR Date:




Project Nbr:	9620710	Line Itm Nbr:	0015	Item Code:	401-07334	Category Nbr:	0001
Item Desc:	QC/QA-HMA, 3, 76, SURFACE, 9.5 mm					Unit Price:	\$59.80000
Supp Desc 1:							
Supp Desc 2:							

Qty Reported to Date:	672.000	Qty Authorized to Date:	672.000	Units Type:	Mg
Qty Installed to Date:	672.360	Bid Qty:	784.000	Pay To Plan Qty:	<input type="checkbox"/>
Status: <input type="button" value="Active"/>	Qty Paid to Date:	672.360	Current Contract Qty:	784.000	


Material Component	Cont Est Matrl Qty	Satisf Repr Matrl Qty	Reprt Matrl Qty	Matrl Unit	Conversion Factor	Contract S&T	DWR Sample
FA,WBB,Prod Qual	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FA,WBB,QA	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
QC/QA HMA 9.5,S,3	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
QC/QA HMA 9.5,S,4	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
QC/QA HMA 9.5,S,5	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Test Method	Sampling Rate	Sampling Frequency	Acceptance method	Sample Type	P/S
IT571-v1-Binder Content by Extractio	0.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	
IT586-v1-Binder Content by Ignition	1.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	

The **Material Inspection Detail (MID)** window will allow navigation to the Material portion of SiteManager for:

- **View Material**  button will navigate to the Material Detail for the highlighted material.
- **Create Sample for Selected Material**  will navigate to the Maintain Sample Information window for the highlighted material in the Material Component panel.
- **Open Sample window**  button will bring up a list of samples previously created for the highlighted material. If only one record has been created for the highlighted Material Component that record will open.

NOTE: Only the sample records created through the DWR will be on this list.

“Click on the **View Material**  button located on the toolbar to view the Material’s details.

**AASHTO SiteManager**  
File Edit Services Window Help

**Material Detail**

**Description** Tests Gradations

Material Code: 401M34547 Short Name: QC/QA HMA 9.5,S,3

Full Name: QC/QA HMA 9.5mm (3/8 in) Surface, Cat 3

Sample Test Method: ITM580 - HMA Recycled: ☐


English Unit: TON (English) Metric Unit: Megagram (SI) (Met)

Type Code: QC/QA Hot Mixed Asphalt Size Code: 9.5 mm

Approved Material: ☐ Approved Producer Supplier: ☒

Specification Reference: 401.09 **INDOT**

Status Indicator: Active Status Date: 09/01/02

“Click” the **Close**  button located on the toolbar to go back to the **MID** window. Refer to training document F-1-1-2 Viewing Material Detail.

**AASHTO SiteManager**  
File Edit Services Window Help

**Material Inspection Detail**

Contract ID: R-90004 Inspector: Update DWR Date: 01/05/09

Project Nbr: 9620710 Line Itm Nbr: 0015 Item Code: 401-07334 Category Nbr: 0001

Item Desc: QC/QA-HMA, 3, 76, SURFACE, 9.5 mm Unit Price: \$59.80000

Supp Desc 1:   
Supp Desc 2:   
Qty Reported to Date: 672.000 Qty Authorized to Date: 672.000 Units Type: Mg

Qty Installed to Date: 672.360 Bid Qty: 784.000 Pay To Plan Qty:   
Status: Active Qty Paid to Date: 672.360 Current Contract Qty: 784.000

Material Component	Cont Est Matrl Qty	Satisf Repr Matrl Qty	Reprt Matrl Qty	Matrl Unit	Conversion Factor	Contract S&T	DWR Sample
FA,WBB,Prod Qual	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FA,WBB,QA	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>QC/QA HMA 9.5,S,3</b>	<b>784.000</b>	<b>0.000</b>	<b>672.360</b>	<b>Mg</b>	<b>1.0</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
QC/QA HMA 9.5,S,4	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
QC/QA HMA 9.5,S,5	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Test Method	Sampling Rate	Sampling Frequency	Acceptance method	Sample Type	P/S
IT571-v1-Binder Content by Extractio	0.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	
IT586-v1-Binder Content by Ignition	1.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	
T166-v1-Bulk Specific Gravity of Cor	2.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	
T209-v1-Maximum Specific Gravity fr	1.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	
T269-v1-Road Core Density	2.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	

“Click” on the **Material Component** in the middle panel that is the material for the sample record. The material must be highlighted in the **Material Component** column and the Material code and description will be populated in the new record.

**NOTE:** If a sample record is not created from the **MID** window that record will not be associated to the DWR but will count for the Sample and Test Requirements.

“Click” on the **Create Sample for Selected Material**  button located on the toolbar to create a Sample Record.

Refer to training document **F-5 Sampling and Testing Module**. But on the next page are some examples of what is different from creating a sample record via the Materials Management icon.

## New changes to the Maintain Sample Information window navigated from the MID.

The screenshot shows the 'Maintain Sample Information' window with the 'Basic Sample Data' tab selected. The form contains the following fields and values:

- Sample ID: [Empty]
- Status: Spaces
- Revised By: [Empty]
- Revising: [Empty]
- Sample Date: 03/16/09
- Link To: [Empty]
- Link From: [Empty]
- Log Date: 03/17/09
- Sample Type: [Empty]
- Acpt Meth: Spaces
- Material: 401M34547
- QC/QA HMA 9.5mm (3/8 in) Surface, Cat 3
- INDOT Sampler/Witness: [Empty]
- P/S-Mnfct: [Empty]
- Type: [Empty]
- City: [Empty]
- Prod Nm: [Empty]
- Geog Area: Spaces
- Lot/Sublot: [Empty]
- Represented Qty: .000
- Auth By: [Empty]
- Auth Date: 00/00/00
- INDOT button

“Enter” the sample information on the **Basic Sample Data** tab, if appropriate and Save.  
**NOTE:** the material code that was highlighted in the **MID** is already populated in the sample record.

The screenshot shows the 'Maintain Sample Information' window with the 'Addtl Sample Data' tab selected. The form contains the following fields and values:

- Sample ID: R091277112346
- Buy American: [Empty]
- Spaces
- Requested By: [Empty]
- Sample Size: [Empty]
- Spaces
- Dist from Grade: [Empty]
- Spaces
- Station: [Empty]
- Offset: [Empty]
- Reference: [Empty]
- Sampled From: [Empty]
- Sample At: [Empty]
- Control Type: Spaces
- Beginning Number: [Empty]
- Ending Number: [Empty]
- Design Type: Spaces
- Mix ID: [Empty]
- Plant ID: [Empty]
- Plant Type: Spaces
- Sample Created from DWR: ☒
- Creator User ID: update
- Include Standard Remarks: ☐
- DWR Date: 01/05/09
- Last Modified User ID: update
- DWR Inspector: update
- Last Modified Date: 02/20/09
- INDOT button


“Enter” **Addtl Sample Data** information, if appropriate.

**NOTE:**

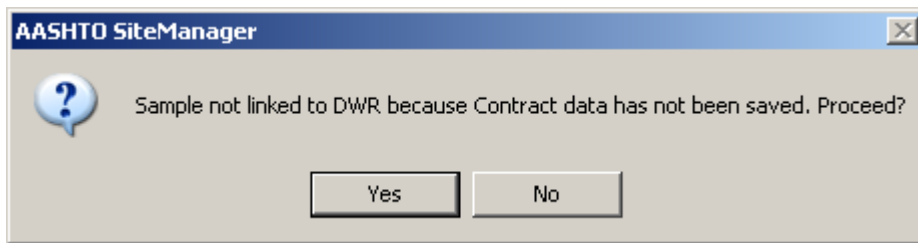
At the bottom of the window the **Sample Created from DWR** checkbox is automatically populated when the record is saved.

- The **DWR Date** is populated with the date on the DWR used to navigate to the Maintain Sample Information when the Contract tab information is saved.
- The **DWR Inspector** is populated with the User ID of the Inspector who created the DWR/Sample Record when the Contract tab information is saved.
- The **Creator User ID** is the Record User’s ID and is populated as the record is saved.

Contract ID	Project	Line Item	Item Code	Fed State	Proj Nbr	Cont Est Matrl Qty	Represented Qty	Material Unit	Reported Matrl Qty	Satisfy Rep Matrl Qty	Line
R-90004	9620710	0015	401-07334	STP	3387005	784.000	.000	Megagram (S	672.360	0.000	QC/Q


NOTE: The Contract Items associated to the material selected for the sample will be associated on the **Contract** tab. To save that connection to the Items and the DWR navigate to the Contract tab and “click” Save .

This message will appear as a reminder if the record is not saved.



To save the item association to the DWR through the MID “click” **No** and proceed to the **Contract** tab and “save” the Contract Item information associated on the **Contract** tab, if appropriate.

NOTE: If the Contract data is not saved the association to the DWR through the MID will be lost. But the Sample Information record is still available through the Materials Management navigation

“Click” the Close  button located on the toolbar to return to the **MID** window.



**AASHTO SiteManager**

File Edit Services Window Help

**Material Inspection Detail**

Contract ID: R-90004 Inspector: Update DWR Date: 01/05/09

Project Nbr: 9620710 Line Item Nbr: 0015 Item Code: 401-07334 Category Nbr: 0001  
 Item Desc: QC/QA-HMA, 3, 76, SURFACE, 9.5 mm Unit Price: \$59.80000  
 Supp Desc 1:  
 Supp Desc 2:

Qty Reported to Date: 672.000 Qty Authorized to Date: 672.000 Units Type: Mg  
 Qty Installed to Date: 672.360 Bid Qty: 784.000 Pay To Plan Qty: ☐  
 Status: Active Qty Paid to Date: 672.360 Current Contract Qty: 784.000

Material Component	Cont Est Matrl Qty	Satisf Repr Matrl Qty	Repr Matrl Qty	Matrl Unit	Conversion Factor	Contract S&T	DWR Sample
FA,WBB,Prod Qual	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FA,WBB,QA	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
QC/QA HMA 9.5,S,3	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
QC/QA HMA 9.5,S,4	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
QC/QA HMA 9.5,S,5	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Test Method	Sampling Rate	Sampling Frequency	Acceptance method	Sample Type	P/S
IT571-v1-Binder Content by Extractio	0.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	
IT586-v1-Binder Content by Ignition	1.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	

From the MID the user can view the list of samples created for the “highlighted”

**Material Component** “click” on the **Open Sample window**  button located on the toolbar.

**NOTE:** the **DWR Sample** checkbox is populated only if there were sample records created through the **DWR/Items tab/Material Inspection Detail (MID)** window. And only Sample Records created through the **MID** will appear on the list.

**Select Sample**

Selection

Sample ID

Find :

Sample ID

Sample ID	Material Code	Material Name	Producer Supplier Code	Producer Suppl
R091277112345	401M34547	QC/QA HMA 9.5mm (3/8 in) Surface, Cat		
R091277112346	401M34547	QC/QA HMA 9.5mm (3/8 in) Surface, Cat		

OK Cancel

To edit or view a sample record that has been created in the MID window “double click” on the appropriate record.

**AASHTO SiteManager**  
File Edit Services Window Help

**Maintain Sample Information**

Basic Sample Data    Addtl Sample Data    Contract    Other    Tests

Sample ID: R091277112346    Status: Spaces

Revised By:    Revising:    Sample Date: 01/05/09

Link To:    Link From:    Log Date: 01/29/09


Sample Type: Acceptance Testing    Acpt Meth: Test Results

Material: 401M34547    QC/QA HMA 9.5mm (3/8 in) Surface, Cat 3

INDOT Sampler/ Witness:    P/S-Mnfct:    Type:    City:    Prod Nm:    Geog Area: Spaces

Lot/Sublot:    Represented Qty: .000 Megagram (SI) (Metric Ton)    Lab Control Number:    Auth By:    Auth Date: 00/00/00    Lab Reference Number:

**INDOT**

After viewing or modifying the sample record “click” the **Close**  button located on the toolbar to close the **Maintain Sample Information** window and return to the **MID** window.

**AASHTO SiteManager**  
File Edit Services Window Help

**Material Inspection Detail**

Contract ID: R-90004    Inspector: Update    DWR Date: 01/05/09

Project Nbr: 9620710    Line Item Nbr: 0015    Item Code: 401-07334    Category Nbr: 0001

Item Desc: QC/QA-HMA, 3, 76, SURFACE, 9.5 mm    Unit Price: \$59.80000


Supp Desc 1:    Supp Desc 2:    Qty Reported to Date: 697.000    Qty Authorized to Date: 697.000    Units Type: Mg

Qty Installed to Date: 672.360    Bid Qty: 784.000    Pay To Plan Qty: ☐

Status: Active    Qty Paid to Date: 672.360    Current Contract Qty: 784.000

Material Component	Cont Est Matrl Qty	Satisf Repr Matrl Qty	Reprt Matrl Qty	Matrl Unit	Conversion Factor	Contract S&T	DWR Sample
FA,WBB,Prod Qual	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FA,WBB,QA	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
QC/QA HMA 9.5,S,3	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
QC/QA HMA 9.5,S,4	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
QC/QA HMA 9.5,S,5	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Test Method	Sampling Rate	Sampling Frequency	Acceptance method	Sample Type	P/S
IT571-v1-Binder Content by Extractio	0.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	
IT586-v1-Binder Content by Ignition	1.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	
T166-v1-Bulk Specific Gravity of Cor	2.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	
T209-v1-Maximum Specific Gravity It	1.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	
T269-v1-Road Core Density	2.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	
T312-v1-Density of HMA Specimens	2.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	

“Click” the **Close**  button located on the toolbar to close the **MID** window and return to the **Daily Work Reports, Work Items** tab window.

**AASHTO SiteManager**  
File Edit Services Window Help

**Daily Work Reports**

DWR Info. Contractors Contractor Equip. Daily Staff **Work Items** Force Accounts

Contract ID: JR-90004 Inspector: Update Date: 01/05/09

Project Nbr: 9620710 Line Itm Nbr: 0015 Item Code: 401-07334 Category Nbr: 0001  
 Item Desc: QC/QA-HMA, 3, 76, SURFACE, 9.5 mm Unit Price: \$59.80000  
 Supp Desc 1:  
 Supp Desc 2:

Qty Reported to Date: 697.360 Qty Authorized to Date: 697.360 Units Type: Mg  
 Qty Installed to Date: 672.360 Bid Qty: 784.000 Pay To Plan Qty: ☐  
 Status: Active Qty Paid to Date: 672.360 Current Contract Qty: 784.000

Loc Seq Nbr	Location Installed	Placed Qty.	Plan Page Number	Templt Used
1	Line S-2-4	25.0000		<input checked="" type="checkbox"/>


Placed Qty: 25.000 Plan Page Nbr: 0 Contractor: PAVE'UM RIGHT CO \*\*\* PRIME \*\*\*

Loc Seq Nbr: 1 Location: Line S-2-4

Station	Offset	Distance	Station	Offset	Distance	Measured Indicator
From: + .000		.000	To: + .000		.000	<input type="radio"/> Y <input checked="" type="radio"/> N

**Material Inspection Detail**

Material Component	Cont Est Matrl Qty	Satisf Repr Matrl Qty	Reprt Matrl Qty	Matrl Unit
QC/QA HMA 9.5,S,3	784.000	0.000	672.360	Megagram (SI) (Metric Ton)
QC/QA HMA 9.5,S,4	784.000	0.000	672.360	Megagram (SI) (Metric Ton)
QC/QA HMA 9.5,S,5	784.000	0.000	672.360	Megagram (SI) (Metric Ton)
CA,CI AP,CS,12	784.000	0.000	672.360	Megagram (SI) (Metric Ton)

“Click” the **Close**  button located on the toolbar to close the **Daily Work Reports** window.

## Force Accounts Tab


INDOT will not use the Force Accounts portion of the DWR.

# Copying the Daily Work Report

(Time saving step to create a new DWR)

The User can open a **Daily Work Report** and change the **DWR Date** allowing the copy function to copy the **Contractor** and **Contractor Equip.** information recorded on the DWR.

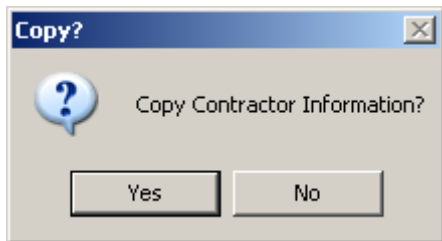
The screenshot shows the 'Daily Work Reports' window in AASHTO SiteManager. The 'DWR Info.' tab is active. The 'Contract ID' is 'R-90004' and the 'Inspector' is 'Update'. The 'DWR Date' is '01/06/09'. Below these are fields for 'Locked: No', 'Authorized: No', and 'Authorized Date: 00/00/00'. There are checkboxes for 'No Work Items Installed', 'No Contractors On Site', and 'No Daily Staff On Site' (which is checked). To the right, there are 'Work Suspended' and 'Work Resumed' times, both set to '00:00'. A 'Remarks' section is at the bottom with a dropdown menu showing 'Accident', 'District Staff Review', and 'DWR Work Operations'. A 'Spell Check' button is also present.

“Click” on the **Open**  button located on the toolbar. Scroll to and “double click” the desired DWR to copy.

“Double click” on the DWR Date field to open the calendar.

This screenshot shows the same 'Daily Work Reports' window, but with a 'Select Date' calendar pop-up open over the 'DWR Date' field. The calendar is for 'January 2009' and shows the days of the week (S M T W T F S) and the dates (1 through 31). The 'DWR Date' field in the background now shows '01/07/09'. The rest of the form remains the same as in the previous screenshot.

“Double click” on the appropriate date to create the new DWR with copied Contractor information.



“Click” **Yes** to copy the Contractor’s information, if appropriate.

The information on the DWR Info. tab must be entered as it does not copy. “Enter” the appropriate information and **Save**.

“Click” on the **Contractors** tab. “Modify” the copied **Contractors** information, if appropriate and **Save**.

**AASHTO SiteManager**

File Edit Services Window Help

**Daily Work Reports**


DWR Info. Contractors **Contractor Equip.** Daily Staff Work Items Force Accounts

Contract ID: R-90004 Inspector: Update Date: 01/07/09

Contractor	Nbr of Supervisors	Nbr of Workers	INDOT
99-9999966 PAVE'UM RIGHT CO *** PRIME ***	1	2	

Equipment ID - Description	Nbr. of Pieces	Nbr Used	INDOT
PMC100 Pavement Marking Cart	1	1	

“Click” on the **Contractor Equip.** tab. “Modify” the copied **Equipment** information, if appropriate and **Save** .

Complete the remaining DWR, if appropriate.

## Creating a Daily Work Report (DWR)

### Exercise B-1-1-T Group Exercise

In the following exercise, you will create a DWR from information obtained while inspecting PAVE'UM RIGHT Co's work.

Log into SiteManager as update  
Password: pass

Navigate from **Main Panel:**

“Double-Click” on **Daily Work Reports (+)** icon

“Double-Click” on **Daily Work Reports** icon

“Click” on **Services** located on the toolbar

“Click” on **Choose Keys** from the dropdown list

“Double-Click” on the appropriate **Contract ID “R-90004”**

### DWR Info Tab

“Double-Click” on **DWR Date** field

Enter in yesterday's date

“Click” on **OK**

“Click” on **General Remarks** in the scroll down menu to the left of the **Remarks** field.

“Click” on **Remarks** field enter: “Worked on both sides of Casey Road intersection”

“Click” on **Save**

### Contractors Tab

“Click” on **Contractors** tab

“Click” on **Contractor** panel

“Click” on **New** button on the toolbar

“Click” on **PAVE'UM RIGHT CO** from drop down menu

“Click” on **Supervisor/Foreman Name** field

“Click” on **New** button on the toolbar

“Click” on **Foreman** from drop down menu

“Click” on **Personnel Type**

“Click” on **New** button on the toolbar

“Click” on **Laborer** on the drop down menu

Enter **Nbr of Persons: 2**

“Click” on **Save** on the toolbar


## Contractor Equip. Tab

“Click” on the **Contractor Equip** tab  
“Click” on **PAVE’UM RIGHT CO** in top panel  
“Click” on **Equipment ID-Description** panel  
“Click” on **New** button on the toolbar  
Select **PMC100 Pavement Marking Cart** from drop down list  
Enter **Nbr. Of Pieces**: 1  
Enter **Nbr Used**: 1  
“Click” on **Save** on the Toolbar

## Work Items Tab (work item with template)

“Click” on the **Work Items** tab  
“Double click” on **Project Number** 9620710 with **Project Line Number**: 0077 “Pavement Message Marking, Remove”  
“Click” on **New** button on the Toolbar  
Enter **Plan Page Nbr**: 22  
“Click” on **Contractor**: **PAVE’UM RIGHT CO** from drop down menu  
Enter **Location**: Line S-4-A  
“Click” on **Save** on the Toolbar  
“Double click” on **Template ID**: **PMMRM**  
Station Location Information:  
    Enter **From**: 41  
    Enter **+**: 32.00  
    Enter **CL Reference**: RT  
    Enter **Offset Distance**: 15.25  
    Enter **To**: 47  
    Enter **+**: 25  
    Enter **Offset**: LT  
    Enter **Distance**: 16.00  
Enter in **Turn Arrow**: Quantity 2  
Enter in **ONLY**: Quantity 1  
“Click” on **Save** on the Toolbar  
“Click” on **Close** on the Toolbar to close the Template Window

## Work Items Tab (work item without template)

“Click” on the **Open** folder on the toolbar  
“Click” on the **Select Work Item**  button on the toolbar  
“Double click” on the **Project Number** 9620710 with **Project Line Number** 0024 Mailbox Assembly, Single.  
“Click” the **New** button on the toolbar.  
Enter the **Placed Qty** of 1  
Select the **Contractor** **PAVE’UM RIGHT CO \*\*PRIME\*\***  
Enter the **Location**: Smith Residence  
“Click” on the **Y** radio button under **Measured Indicator**  
“Click” the **Save** button on the toolbar



## Work Items Tab (Material Information Detail (MID))

“Click” on the **Open** folder on the toolbar

“Click” on the **Select Work Item**  button on the toolbar

“Double click” on the **Project Number** 9620710 with **Project Line Number** 0015 QC/QA-HMA, 3,76, SURFACE, 9.5mm

“Click” the **New** button on the toolbar.

“Enter” the **Plan Page Nbr:** 15

“Select” the Contractor: PAVE’EM RIGHT CO

“Enter” the **Location:** S-1-A.

“Click” on the **Y** radio button under **Measured Indicator**

“Click” the **Save** button on the toolbar.

“Scroll and click” on the **Material Component:** QC/QA HMA 9.5, S, 3

“Click” on **View Material Detail** button on the toolbar.

“Click” on the **Tests** tab.

What is the **Test Method** (#) for Certification Data? \_\_\_\_\_

Click” the **Close** button on the toolbar

“Click” on the **Material Inspection Detail** (MID) button on the toolbar

“Scroll and click” on the **Material Component:** QC/QA HMA 9.5, S, 3

“Click” on the **Create Sample for Selected Material** button.

What is the Material code populated in the **Material** field? \_\_\_\_\_

What is the Description to the right of the **Material** code? \_\_\_\_\_

“Click” the **Close** button on the toolbar.

“Click” on **Open Sample Window** located on the toolbar.

“Double click” on the first sample record **Sample ID** R091123412346.

“Click” on the **Contract** tab.

What is the **Represented Qty** listed for Line Item 0015? \_\_\_\_\_

“Click” the **Close** button on the toolbar to close the **Maintain Sample Information** window

“Click” the **Close** button on the toolbar to close the **Material Information Detail** window.

“Click” on **Close** on the Toolbar to close the **Daily Work Report** window